**Wisconsin Works (W-2) Standard Operating Procedure**

**Instructions:** Contracted Wisconsin Works (W-2) agencies are required to create and submit current Standard Operating Procedures to ensure agency employees have a resource for completing work requirements. Please refer to relevant Administrator Memos, W-2 Policy, and the W-2 Contract for the list and details of all required areas. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

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| --- | --- |
| Title | Effective Date |
| Purpose | |
| Policy References and Relevant Administrator’s Memos and Operations Memos | |
| Link(s) to relevant PTT or Internal Desk Aids and Training(s) | |
| Agency Specific Process Information | |
| Agency Subject Matter Expert(s) | |